

**TOWN OF MILLIS
TOWN ADMINISTRATOR POSITION DESCRIPTION**

The Millis Charter Review/Bylaw Review Committee presents this Town Administrator position description to the Board of Selectmen for its consideration. It describes in detail the duties and responsibilities of the Town Administrator of the Town of Millis. This position description expands upon and supplements those responsibilities as set forth in the Millis Home Rule Charter and the Town Bylaws.

Town Administrator Position Description

The Town Administrator shall serve as the Chief Administrative officer of the Town of Millis and shall be directly responsible to the Board of Selectmen for the administration of town affairs. The primary areas of responsibility of the Town Administrator are listed below.

- I. Assist and manage departments under the jurisdiction of the Board of Selectmen
The Town Administrator shall generally assist the Board of Selectmen in the execution of its duties. In this role, the Administrator shall:
 - A. Attend all meetings of the Board of Selectmen
 - i. Prepare and present factual materials at all meetings as directed by the Board.
 - ii. Generally assist the Board in the conduct and organization of meetings to assure productive sessions and informed decisions.
 - B. Report to the Board on trends, developments and emerging practices in town government and its efficient administration and organization.
 - C. Develop recommendations for cost savings and efficiency in town government
 - D. Supervise all studies, investigations, reviews or other special projects as directed by the Board of Selectmen.
 - E. Report at least annually to the Board of Selectmen on the finances and administration of his office.
 - F. Attend all Town Meetings (regular and special).
 - i. Generally assist the Board of Selectmen in its preparation for any town meeting.
 - ii. Be available to citizens of the town for questions and information on matters under consideration at town meeting.
- II. Provide Fiscal Management for the Town
The Town Administrator shall be generally responsible for the fiscal management of the town and shall assist the Board of Selectmen in carrying out its fiscal responsibilities.
 - A. Coordinate the flow of information among those with fiscal responsibilities.
 - i. Work with Town Accountant, Tax Collector and Treasurer to provide for fiscal controls and management reports on revenues and expenditures.
 - ii. Work as liaison between the Board of Selectmen and independent town boards on fiscal matters.

- B. Coordinate the preparation of annual town budget
 - i. Work with all town officers, departments and boards to establish budgetary goals in a coordinated manner.
 - ii. Provide town officials with the information and assistance needed to make informed budgetary recommendations.
 - iii. Prepare, in a timely manner, comprehensive budgetary recommendations for review by the Board of Selectmen.
 - iv. Work with the Board of Selectmen in establishing, budgetary priorities and provide liaison between town administrative officials and the Finance Committee.
- C. Develop a long range financial planning program.
 - i. Work with the Board of Selectmen and any other committees it may authorize to plan for regular and capital expenditures.
 - ii. Provide the town with a framework for revenue planning and expenditure planning, including the use of forecasting, where appropriate, beyond the current fiscal year.
 - iii. Provide the Board of Selectmen with information on emerging revenue sources from taxes, fees and grants (Federal, State and private).
- D. Establish and administer a program of expenditure control.
 - i. Provide the town with a unified purchasing service. The Administrator shall be responsible for purchasing all supplies, materials, services and equipment for all departments within his jurisdiction. The Administrator shall also examine and inspect the quality, quantity and condition of supplies, materials and equipment delivered to or received by the town. Similar examination of services provided to the town may also be performed by the Administrator.
 - ii. Establish and maintain an inventory of all town property.
 - iii. Negotiate all purchasing contracts and award such contracts subject to Board of Selectmen approval involving any area within the jurisdiction of the Town Administrator.
 - iv. Serve as Chief Procurement officer under Ch. 30B.

III. Serve as Personnel Director

The Town Administrator shall be generally responsible for the personnel management functions within the town.

- A. Administer the personnel plan and make recommendations to the Board of Selectmen for their approval.
- B. Provide regular performance reviews and appraisals for town employees, including performance evaluations for employees at least once each year.
- C. Appoint, subject to Board of Selectmen approval, all town employees for whom no other method of appointment is specified in the Home Rule Charter or town bylaws.
 - i. All appointments shall be made based on merit and fitness alone.
 - ii. All appointments will be made upon recommendation to and approval by the Board of Selectmen.

IV. Serve as Collective Bargaining Agent

The Town Administrator shall be generally responsible for collective bargaining responsibilities for those town departments within the jurisdiction of the Board of Selectmen.

- A. Work with town boards and departments to prepare a coordinated strategy for and an integrated approach to collective bargaining.
- B. Work with town officials to prepare specific strategies and positions for each union contract negotiation.
- C. Participate in and direct collective bargaining negotiations.
 - i. Attend and direct negotiations for the town.
 - ii. Review and recommend contract language where necessary.
 - iii. Make recommendations for contract approvals to the Board of Selectmen.
- D. Work with town officials to implement contracts agreed upon and to enforce the provisions of such contracts.

V. Direct the Department of Public Works

The Town Administrator shall serve as the director of the Department of Public Works.

- A. Provide the Department of Public Works with general overall management including fiscal management and personnel management
- B. Establish a framework for day-to-day project management and personnel supervision, including the designation of appropriate supervisors, and foremen.
- C. Work with the Board of Selectmen in carrying out its responsibilities for direction, of public works matters.
 - i. Provide appropriate plans and engineering expertise from internal or external sources.
 - ii. Coordinate all water and sewer matters relating to service, rate setting and any other area involving water and sewer issues.
 - iii. Provide for the maintenance of modern and efficient administration of public works matters.

V. General Job Qualifications

The Town Administrator shall be selected based on his or her ability to perform the duties described above. In general, minimum qualifications for candidates include the following:

- A. Three to five years experience in public administration.
- B. College degree in public administration or a related field.
- D. Need not be a resident of the town.
- E. Shall not hold any other elective or appointive position in the town.
- F. Shall be bonded for duties to be performed.

G. Shall be sworn in the presence of the Board of Selectmen.